

Goddard Space Flight Center Records Transfer



1. From: Individual Transferring Records		2. Telephone:		Send Signed Original to:	
3. Office Where Records Originated:				Records Management Office, Code 271 Phone: 301-286-4157 Fax: 301-286-1705	
4. Branch Head:		Branch Head Signature:		Date:	
5. Directorate Records Liaison Officer (RLO):		RLO Signature:		Date:	
Records Identification					
6. Accession Number:		7. Record Series:		8. Schedule/Item:	
9. Disposal Date:					
10. Record Media (Check one):		11. Building:		12. Room:	
Paper Electronic (CD, DVD) Video/Audio Magnetic Tape/Micro Film Photos/Negatives Drawings/Maps/Graphics					
13. Box Count:					
14. Box Number		15. Records Description (Record Series, Project Name, Subject, Contract Number, Case Number, etc.)		16. Dates of Records	

Instructions for filling out GSFC Form 22-41 Goddard Space Flight Center Records Transfer

Inactive records having a required retention period of three years or longer should be transferred to the Washington National Records Center (WNRC) in Suitland, Maryland for cost effective storage until final disposition.

Contact the GSFC Records Management Office at 286-4157 to request an accession number prior to completing this form.

INSTRUCTIONS

The GSFC Form 22-41 is available on GDMS: (<http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>)

Blocks 1 through 5: Self-explanatory.

A current list of Directorate Records Liaison Officers is available on the Records Management website (http://tims.gsfc.nasa.gov/records_management.html).

Block 6: Enter the accession number provided by the Records Management Office.

Block 7: Enter the record series for the records contained in the box(s). Use the appropriate record series listed on your organizational file plan or refer to the record series listed in NPR 1441.1. (examples: Program and Project Records, Procurement Files, Payroll Records, etc.)

NOTE: Each record series must be accessioned separately; mixed series accession must be approved by the Agency Records Officer.

Block 8: Enter the Schedule/item number as it appears on your organization file plan or as listed in NPR 1441.1 (examples: NRRS 8/105, NRRS 5/1A1a)

Block 9: Enter the calculated disposal date based on the cut-off date and required retention period.

Block 10: Circle the media type of the records.

NOTE: Mixed media accession are not accepted at the WNRC due to temperature control requirements; paper and electronic records must be accessioned separately.

Blocks 11 through 13: Self-explanatory.

Block 14: List each box number separately;

Block 15: Clearly describe the records contained in each corresponding box;

Block 16: Enter the to and from dates of the records. (example: 1/1/10 to 12/31/10)

For additional guidance on the records transfer process, refer to "Tips for Preparing Records for Transfer" on the Records Management website (https://tims.gsfc.nasa.gov/records_management.html).